




## POLICY FLASH 2012-48

**DATE:** June 7, 2012

**TO:** Procurement Directors

  
**FROM:** Director,  
Contract and Financial Assistance Policy Division  
Office of Policy  
Office of Procurement and Assistance Management

**SUBJECT:** Interim Reporting for Advanced Notifications of Awards (ANA)

**SUMMARY:** With reference to Policy Flash 2012-44 and the postponement of the ANA system production date of June 1, 2012, the increased dollar thresholds remain in effect for advanced notification of award actions.

Until the new ANA system is put into production, the existing ANA web portal should still be used by completing and submitting the revised DOE Form 4220.10, Congressional Grant/Contractor Notification. The form is located in STRIPES or at the DOE webpage: <http://energy.gov/cio/downloads/congressional-and-intergovernmental-affairs-ci-notification>.

Submission of the form shall be in accordance with the following procedures:

- Print and sign the completed form.
- Scan the form using Adobe Acrobat and create a PDF file. File naming conventions are contained in the File Naming Conventions document available on the Advanced Notification of Awards System webpage

<https://notification.pr.doe.gov/aviator/anareg.nsf/Naming%20Conventions?OpenPage>

- Upload the completed form to the current ANA portal or e-mail the document to the ANA System Coordinator at [CI-ANA@hq.doe.gov](mailto:CI-ANA@hq.doe.gov).

This flash may be viewed at [http://management.energy.gov/policy\\_guidance/policy\\_flashes.htm](http://management.energy.gov/policy_guidance/policy_flashes.htm).

Questions concerning this policy flash should be directed to Barbara Binney at (202) 287-1340 or [barbara.binney@hq.doe.gov](mailto:barbara.binney@hq.doe.gov).